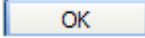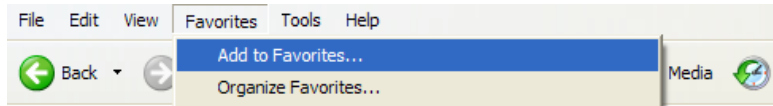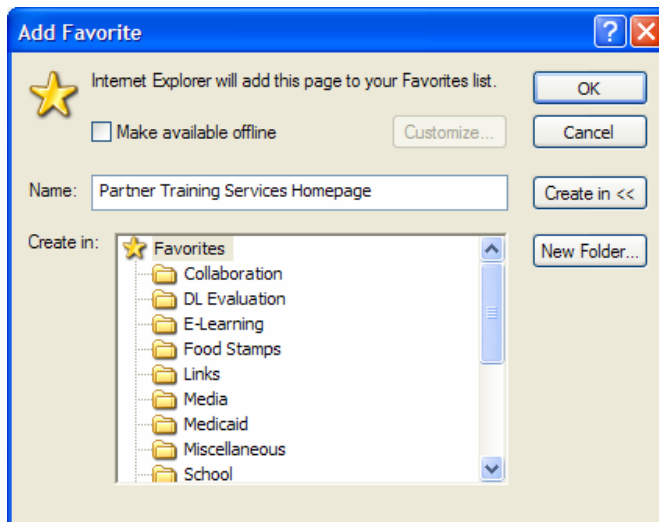## Add a page to your list of favorite pages – Internet Explorer

Go to the page that you want to add to your Favorites list. On the **Favorites** menu, click **Add to Favorites**.
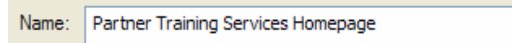

The dialog box below appears. If you simply click then the page will be saved in your Favorites list and this dialog box will close.


However, you have multiple options for **naming and organizing** your Favorites.

Most webpages will have a name entered. You may change the name by deleting and typing over the one that is entered in the name box.

The "Create in <<" button allows you to add this page to a specific folder to better keep your Favorites organized. When the folder list is open, then you can click on the folder you want to add this page to. When the folder list is closed, click the "Create in>>" button to open it.
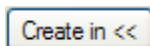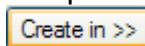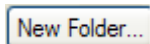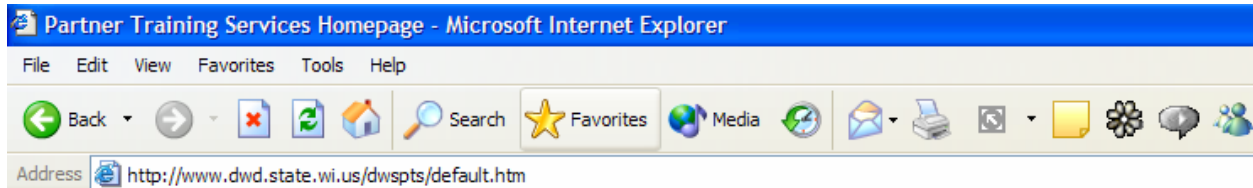

You may create a new folder in your folder list by clicking on the "New Folder" button and renaming the new folder.

When you are finished adding and organizing your Favorites, click .

Accessing Your Favorites

So, now you have created your list of Favorite webpages, and organized them, how do you get at them again? It's easy…just click on the Favorites button on the toolbar.

A list of your Favorites and your folders will appear on the left side of the page. Just click on the page you want to visit.

> If you click on a folder, the list of pages within that folder will open.
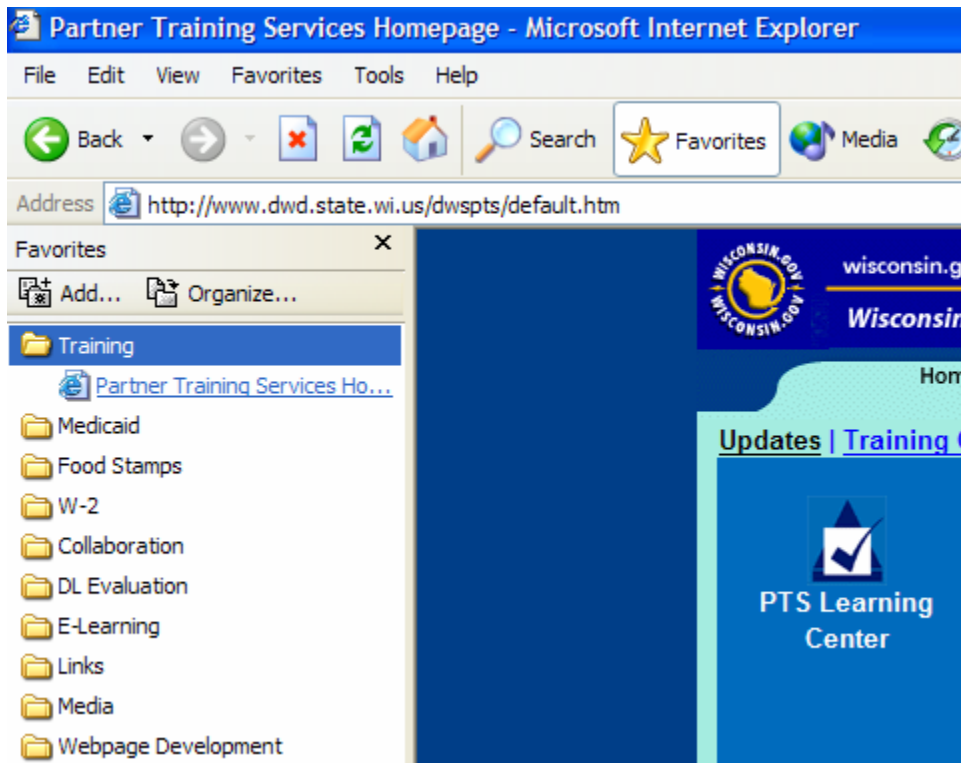
To close your Favorites list, click on the Favorites button again.

> Note: you can also add and organize your Favorites from this list.

Organizing Favorites

Say you started out with just a few webpages and didn't really need them in folders. Now that you are a frequent user of the internet and have many webpages in your Favorites, you may want to organize them for easier access. It's easy…

Go to Favorites on the menu and click on Organize Favorites.
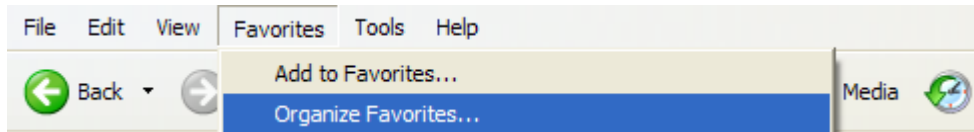
The Organize Favorites dialog box opens.
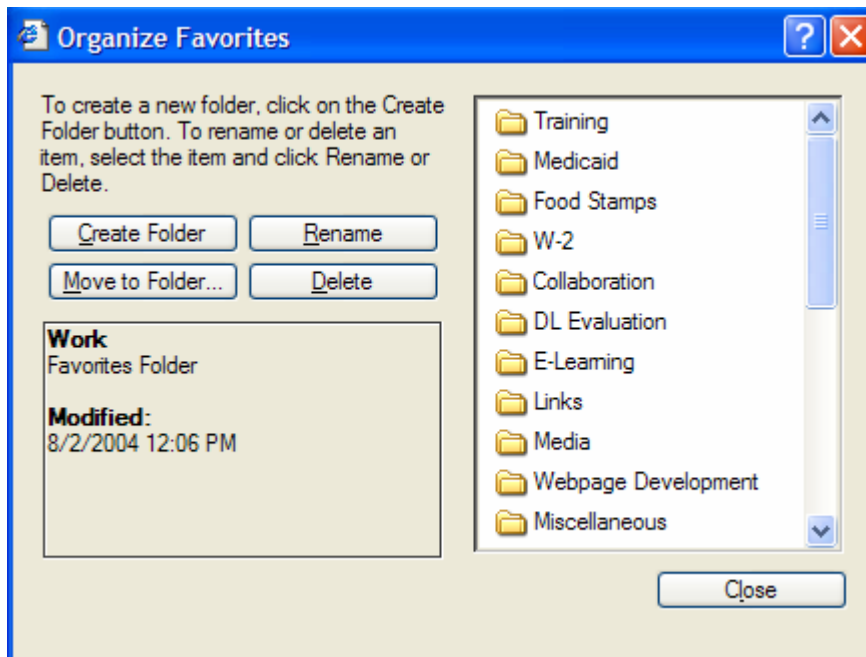
With this box you can create new folders, move folders and pages into and out of other folders, rename folders, and delete folders. Just click on the folder or page you want to work with and then on the button for the action you want to take.